



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Office of Special Education Services
IDEA Part B Program Review Agenda

LEA/SOP NAME:

DAY ONE:

Team 1	File Review Team [insert initials]
Team 2	Interview Team [insert initials]

8:30 am – 8:45 am	Arrival and Set-Up	
8:45 am – 9:15 am	Presentation by Local Education Agency (LEA/SOP) LEA/SOP Leadership Team (e.g., Superintendent, Special Services Director, and other guests) Location:	
9:15 am – 9:30 am	Office of Special Education Services - Summary of Monitoring Activities On-Site Monitoring Team Location:	
9:30 am – 10:30am	OSES – File Review Team Location:	OSES – Interview Team Interview Group: Choose an item. Interview Location:
11:00 am – 12:00 pm		OSES – File Review Team Location:
12:00 pm – 1:15 pm	Lunch Break	
1:30 pm – 2:30 pm	OSES – File Review Team Location:	OSES – Interview Team Interview Group: Choose an item. Interview Location:
3:00 pm – 4:00 pm		OSES – Interview Team Interview Group: Choose an item. Interview Location:
4:00 pm – 4:30 pm	OSES Monitoring Team - Day One Debriefing Office of Special Education Services On-Site Monitoring Team Location:	

Team 1	
Team 2	
Team 3	

DAY TWO:

8:00 am – 8:30 am	Travel Time/Set Up at Various School Sites Implementation and File Review Teams		
8:30 am – 10:00 am	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
10:00 am – 10:30 pm	Travel OSES School Site Monitoring Teams		
10:30 pm – 12:00 pm	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
12:00 pm – 1:15 pm	Travel Time and Lunch (off-site) OSES School Site Monitoring Teams		
1:15 pm – 4:00 pm	OSES – File Review Location:		

School Site Addresses and Contacts:

Elementary Schools	Middle Schools	High Schools

DAY THREE:

Team 1	
Team 2	
Team 3	

8:00 am – 8:30 am	Travel Time/Set Up at School Sites Office of Special Education Services On-Site Monitoring Team (Various School Site Locations)		
8:30 am – 10:00 am	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
10:00 am – 10:30 am	Travel OSES School Site Monitoring Teams		
10:30 am – 12:00 pm	Team 1 File Review Location:	Team 2 Implementation Review Location:	Team 3 Implementation Review Location:
12:00 pm – 1:15 pm	Travel/Lunch Break (off-site) OSES School Site Monitoring Teams		
1:15 pm – 3:00 pm	OSES – File Review/Debriefing Location:		
3:00 pm – 4:00 pm	Concluding Conference with LEA/SOP Special Services Director Location:		

School Site Addresses and Contacts:

Elementary Schools	Middle Schools	High Schools

***This schedule is flexible and will be finalized by the Lead Monitor and the Special Services Director.**